



### What's New?

- **CP&P Forms 26-24, Intake Family Agreement:** The form is completed during a CPS investigation or CWS assessment for services as needed. This form can be used in conjunction with a safety protection plan. It is an agreement to complete necessary services for further assessment.
- **CP&P Form 12-2, Case Assignment Readiness Assessment Tool (CARAT):** The Caseload Assignment Readiness Assessment Tool (CARAT) is a process that is used by a Field Unit Training (FTU) Supervisor to assess and evaluate the new Worker's readiness to assume a full caseload.
- **CP&P-IX-C-4-200, Pre-Service Training Unit:** This policy was separated from the overall training policy – with the expressed purpose of differentiating what the Professional Center Staff is responsible for, as well as, what the Field Training Unit Supervisors are now responsible.
- **CP&P-IX-C-1-100, New Worker Training Requirements:** This policy was updated to separate describe the duties of the Professional Center Staff. Courses include classroom hours, computer application, and field days. Initially, all New Workers receive an orientation called "Welcome to DCF."
- **CP&P-III-E-3-100, Case Record Filing Policy:** This policy establishes where to appropriately file client information into the CP&P case file.
- **CP&P Form 25-66, Notice of Termination of State Responsibility for Tuition and Transportation:** The Worker completes CP&P Form 25-66 when a child is adopted or when a child, for whom his or her parents' parental rights were terminated, is placed under Kinship Legal Guardianship. This form notifies the Department of Education that the child's educational expenses are no longer the State's responsibility, but rather are the responsibility of the school district in which his adoptive parent or kinship legal guardian lives.
- **CP&P Form 26-10, Notebook Sheet:** The CP&P Form 26-10 is used to note case names and addresses.
- **Form RT.2, Request for Travel Exception:** This form is used to request an exception to the travel moratorium.

### What's Revised?

- **CP&P Forms 26-25, Case Plan Family Agreement (Family Team Meeting - Developed with the Team):** The form is completed at a family team meeting (FTM), and entered into NJS. The form provides a consistent document for use by CP&P field staff statewide, to reinforce the joint family-CP&P case planning process.

- **CP&P Forms 26-26, Case Plan Family Agreement – (Developed with the Family without a Team)**: The form is completed when planning with our families without a team present, and entered into NJS. The form provides a consistent document for use by CP&P field staff statewide, to reinforce the CP&P case planning process. Both of these forms are used to document:
  - The outcome of a family planning meeting; and
  - The family's positive plan for change, based on the family's strengths.
- **CP&P Form 5-71, Educational Stability Parent Notification, CP&P Form 5-72, Educational Stability School District Notification, and CP&P Form 5-73, Educational Stability Parent Notification (EXCEPTION)**: These forms were recently modified to the Every Student Succeeds Act of 2015.
- **CP&P Form 5-75, Agreement of Parent/Legal Guardian to Change School Placement**: This form was recently updated to reflect the Law Guardian reference to “the” child, rather than “my” child
- **CP&P Form 9-36(S), Notification to Perpetrator (Established Perpetrator) if Child Abuse/Neglect is Established**: New language was incorporated into this form for Spanish translation.
- **CP&P Form 5-70, The National Youth in Transitions Database (NYTD) Baseline Survey**: Has been revised to provide clearer guidance for required answers for questions 53, 56, 57, and 58 if certain answers to previous questions were chosen.
- **CP&P Form 10-10, The Voluntary Services Agreement (VSA)**: Has been revised to include a note for the young adult that states a case conference with key stakeholders will be held prior to his or her CP&P being closed.
- **CP&P-II-E-1-100, Allegation Based System**: The Allegation Based System has been updated to include the new streamlined version of the 15 categories from the old 32 allegations.
- **CP&P-III-B-5-500, Family Team Meeting**: This issuance has been updated to include language from the “Sustainability and Exit Plan.” Also – additional language regarding attempts to hold a FTM has been updated.
- **CP&P-VI-B-1-400, Annual Credit Report for Adolescents 14 and Older**: This issuance was updated to include the language that 14 year olds will be provided credit reports in out-of-home placement.
- **CP&P-IV-B-1-325, Siblings in Best Settings (SIBS)**. This issuance establishes policy and procedures for the recruitment, processing and maintenance of resource homes for sibling groups of four or more, known as Siblings in Best Settings (SIBS). The issuance was revised from an Office of Family Resource protocol and converted to a CP&P policy on the effective date above.
- **CP&P Form 4-7, Child Abuse Record Information and Domestic Violence Central Registry Check Form**: The Office of Legal Affairs wanted this form updated to reflect current language on the form.
- **CP&P 4-17, KLG Subsidy Folder Requirement Checklist, CP&P-IV-C-1-800, Finalization of Adoption, CP&P-IV-D-2-200, KLG Subsidy Program**: These forms and policies have been updated to include the use of the new CP&P Form 25-66.
- **CP&P Form 14-228, Adoption Finalization Folder Requirement Checklist**: This form was revised to include the CP&P Form 25-66 and to remove the CP&P Forms 10-5fc and 10-6fc, which are not used in adoption finalization.

## What’s Obsolete?

- **CP&P Form 10-9(S), Independent Living Agreement (Spanish).**

Do you have a question or suggestion for the Policy Unit? [Click here](#)

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